



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
Washington, DC 20233-0001

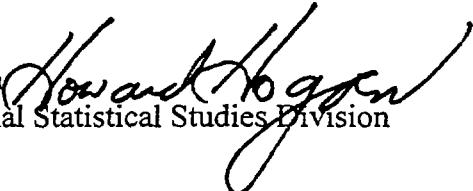
June 15, 2000

## MASTER FILE

DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #O-12

MEMORANDUM FOR Brian Monaghan  
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Attention: Management Training Branch  
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Subject: Census Observation of Group Quarters Enumeration  
Seattle, Washington

This memorandum has been reissued under the category O-Special Place/Group Quarters was previously listed as S-FO-53.

### Introduction

On Wednesday, April 26 and Thursday, April 27, I went to observe Census Group Quarters (GQ) Enumeration in Seattle, Washington. Specifically, I observed the GQ Enumeration at two local universities. I was extensively informed of the enumeration at a third university.

On Wednesday morning I went to the Seattle Local Census Office (LCO) and had a meeting with the Special Places Operations Supervisor (SPOS). She informed me that the beginning of GQ enumeration in Seattle was delayed. She had become the SPOS during the first week of GQ enumeration and consequently did not oversee any initial contacts between the LCO and GQ facilities, including the local universities. She proceeded to report the progress made in enumerating other GQ facilities. When I arrived, the GQ enumeration was nearly complete.

After meeting with the SPOS, I met the individual accountable for re-interviewing at GQ facilities. She reviewed the progress made in enumerating the universities. Her basic proposition was that the enumeration was most successful at universities with cooperative

administrations. The degree of university cooperation varied widely. Late in the afternoon I met a crew leader and we went to observe at University A. On Thursday morning and afternoon I observed at University B and Thursday evening I went back to University A to observe.

## **University A**

University A was the most cooperative of the Seattle universities. Shortly after being contacted by the LCO they provided lists of all university housing, including dormitories, student apartments, and fraternity and sorority houses. Its housing office completed the D-116, the form that lists everyone living in GQs, for each dormitory or apartment complex. The university distributed Individual Census Reports (ICRs), the census form for GQ residents, to everyone living in university housing; and D1Es, the census forms for those residing in housing units within GQ facilities, to those individuals residing in these 'embedded' units. Many students and residents completed their forms immediately and turned them in to the dormitory office; enumerators periodically collected and processed the returned forms. All of this transpired in the days and weeks prior to my observation; I went to observe the effort to collect forms from those students who had not yet returned them.

Specifically, I observed the effort to collect forms from residents of two large dormitory clusters, and a student apartment complex. The general strategy was to place enumerators at tables at or near dormitory entrances and at the dormitory cafeterias during dinnertime. These enumerators had with them a supply of short form and long form ICRs to give to nonresponding students, a supply of D1Es to give to nonresponding residents of embedded units, and the dormitory D-116. The D-116 was used to record the number and identity of residents filling out census forms. Shortly after dinnertime, the university provided student escorts to accompany enumerators to dormitory rooms in an attempt to collect forms. Some observations about this include:

- ▶ Some students did stop at the tables and speak with enumerators. The students who stopped by gave various reasons for not initially filling out their census forms. Some of these students had thought that the deadline to complete census forms had passed; while others thought that they did not have to because they were being enumerated at their parents' address; while others claimed that they had finished the forms but had not yet turned them in. Enumerators convinced all of these students to fill out their forms on the spot.
- ▶ There were not many enumerators available for this effort. Training for Nonresponse Followup (NRFU) had begun and most crew members were involved in that. In fact, most of the enumerators at the university were crew leaders from other parts of Seattle.
- ▶ More forms were collected by going to students dormitory rooms and knocking on doors. Enumerators had with them the D-116s and ICRs so that they knew which doors to knock on. Students were quite cooperative; they even looked for their roommates' forms if they were not in.

Enumerating the student apartment complex was more problematic. First, there was no area within the complex to return ICRs; instead the residents had to travel to a neighboring building to return their questionnaires. This procedure may have lowered the initial response rate from this complex. Next, the D-116 only listed current students living in the complex. It made no provision for spouses, children, or non-student roommates. The ICRs were only delivered to university students listed on the D-116; they were not delivered to those sharing living quarters with these students who were not associated with the university. It became necessary to enumerate the complex by a door to door visits, having all residents complete the form on the spot. This was not understood beforehand; we did not decide on this until after we visited a few of these apartments.

### **University B**

The administration at University B was less cooperative than that at University A. In the weeks before my observation, it did distribute ICRs to and collect ICRs from students. It also provided administrative records, but unlike University A census enumerators had to complete their own D-116's. University B would not allow census enumerators to have access to its dormitories. Instead, enumerators had to collect forms from nonresponding students by sitting outside of both campus cafeterias at lunchtime. Specific comments about this include:

- ▶ Enumerators were more aggressive about getting information from students at University B. They asked almost every student entering the cafeteria about their census forms, and took census forms to students who were already eating. Every student who had not initially responded was asked to fill out a form on the spot.
- ▶ There was a shortage of ICR long forms so enumerators had students scheduled to get long forms fill out short forms. Also, each student filling out a form was asked to write the name of his or her dormitory at the top of the ICR in order to facilitate the processing of these forms.
- ▶ The enumerators I observed did not ask if there were campus administered student apartments or married student housing. If such housing existed, it is possible that the occupants may have been missed in the enumeration.

### **University C**

I did not visit University C, but I learned enough about the enumeration effort there to summarize it. The level of cooperation from the administration was bad; upon initial contact from the Census Bureau they cited privacy concerns, refused to provide any administrative records, and did not provide any access to the dorms. They distributed ICRs to students and collected them from students. Enumerators were allowed on campus at the cafeteria during

lunch to persuade nonresponding students to fill out their forms. The overall response rate was low and at the time of my departure, the LCO was still trying to get more cooperation from the university.

### **Conclusions**

Student populations at universities are difficult to enumerate cheaply, that is, without extensive followup. Cooperation from university administrations are essential to a quality enumeration effort. The most helpful thing that administrations can do is provide access to student dormitories. My observation suggests that for the future there needs to be a more systematic procedure in place to enumerate nonstudents who occupy university GQ housing.

cc: DSSD Census 2000 Procedures and Operations Memorandum Series Distribution List  
R. Harris (FLD)